

EAU CLAIRE PARKS & RECREATION DEPARTMENT

1300 First Avenue
Eau Claire, WI 54703
Phone: 839-5032

JOB OPPORTUNITIES

Fall & Winter 2006-2007

All positions open until filled

Interviews held shortly after application review date for each position

Position	Desirable Qualifications	Salary	Hrs/Wk	Days
Lifeguard/Swim Instructor Application Review Begins Sept. 5th	Successful completion of American Red Cross Lifeguard Training Course required (Lifeguard) and American Red Cross Water Safety Instructor Course preferred, but not required (Swim Instructors) positions.	7.65-8.10/hr (LG) 8.10-8.55/hr (WSI)	6-20+hrs	MoTuWeThSaSu Sept-May
Water Aerobics Instructor Application Review Begins September 5th	Experience leading groups, CPR Certification preferred, aerobic skills. instructing fitness classes preferred.	9.25-10.25/hr	4-6 hrs.	Weekday Evenings
Basketball Director Application Review Begins September 15th	Responsible for programming of our youth basketball league with 240 players and 48 volunteer coaches, and scheduling officials for our youth basketball. The Director assists with handling equipment, organizing teams, scheduling practices, games, and officials. Experience supervising youth athletics and knowledge of basketball rules a plus.	9.25-10.25/hr	10 hrs/wk	M-Th evenings & Sat mornings
Basketball Referees (Adult League) Application Review Begins September 15th	Adult with leadership quality and with WIAA certification or considerable officiating experience.	15.00-18.00/gm	2-3 gm/ evening	Tues Nov-Feb
Basketball Scorer-Timers Application Review Begins September 15th	Adult w/leadership qualities. Must have knowledge of basketball rules and scoring. Good organization skills required.	6.50-6.95/hr	2-3 gm	Tu and Sat Nov-March

Basketball League Referees (Youth League)	Adult w/leadership ability and WIAA Certification or considerable officiating experience.	12.00-15.00/gm	3 gm/wk	Tu and Sat Nov-March
Application Review Begins September 15th				
Adult Basketball League Supervisor	Mature adult w/ability to work with little supervision. Knowledge of basketball & supervisory experience preferred.	7.15-7.60/hr	3-6 hrs	Tues Nov-Feb
Application Review Begins September 15th				
Basketball Coaches (youth)	Mature adult w/some basketball knowledge and experience. Must work well w/children. NOTE: <i>The Eau Claire Parks and Recreation Department does conduct a criminal background check on all volunteer coaches.</i>	Volunteer	2 hrs.	1 wk night practice Games: Sat, AM's Tu PM's Nov-March
Volleyball Gym Supervisor (2-3 positions)	Adult with knowledge of volleyball. Must have leadership experience.	7.15-7.60/hr	5-10 hrs	TuWeTh Evenings Oct-Feb
Application Review Begins September 15th				
Volleyball Referees (Women's and Co-ed Leagues)	WIAA certification or considerable officiating experience	15.00-18.00/ match	2-3 matches	M-W-Th Evenings Oct-Feb
Application Review Begins September 15th				
Volleyball Head Referee	WIAA certification required. Leadership ability necessary.	18.00-20.00/ match	2-3 matches	M-W-Th Evenings Oct-Feb
Application Review Begins September 15th				
Tumbling & Gymnastics Instructor (3 positions-youth program)	Adult w/experience in gymnastics at high school and/or college level. Leadership experience is desired. Must work well with children.	7.15-7.60/hr	4 hrs	Tuesdays Sept-Nov April-May
Application Review Begins September 7th				
Hockey Director	Responsible for the programming of youth leagues with 250 players and 20 volunteer coaches. The director assists with organizing teams, scheduling, practices & games, handling equipment, administrative reports and special events. Experience supervising youth athletics and a background in hockey a plus.	9.25-10.75/hr	10-15 hrs/wk	M-F Evenings & Weekends
Application Review Begins September 15th				

Hockey Game Supervisor (Adult League) Application Review Begins September 29th	Mature adult w/ability to work with little supervision. Must have strong leadership qualities. Experience in hockey officiating a plus. Knowledge of hockey a must.	7.15-7.60/hr	6-8hrs/wk	Sun Evenings Some Mon or Wed
Hockey Referee-in-Chief Application Review Begins September 15th	USA Hockey officials certification required. Previous supervisory and scheduling experience a plus.	235.00-280.00 bi-weekly	16 weeks	Nov 4-Feb 25
Hockey Referees Application Review Begins September 29th	Experience in referring, coaching or playing hockey. Must work well with young people and must be a good skater. Will be required to be USA Hockey Level 1 Certified.	12.00-20.00/gm (youth) 15.00-20.00/gm (adult)	2-6 gm/wk	Youth-wk nights & Sat Adult-Sunday evenings Nov 4-February 25
Hockey Scorer-Timer (3-5 positions) Application Review Begins September 29th	Experience in scoring & timing for hockey games. Knowledge of the game and rules a plus.	6.50-6.95/hr	6-12 hrs/wk	Youth-wk nights & Saturdays Adult-Sun evenings Nov 4-February 25
Hockey Coaches	Mature adult with some hockey knowledge and experience. Must work well with children. NOTE: <i>The Eau Claire Parks and Recreation Department does conduct a criminal background check on all volunteer coaches.</i>	Volunteer	2-4 hrs/wk	Week nights & Saturdays
Skating Rink Director (outdoor rinks, 1 position) Application Review Begins October 20th	Responsible adult w/experience working with youth and adults. Evening and weekend hours. Previous supervisory experience a plus. This person will coordinate the outdoor neighborhood rink program which is operated at 8 sites and employs 20-25 supervisors.	9.25-10.75/hr	20-25 hrs/wk	Full-time hours over Christmas break. Evening & weekend hours Dec-March
Skating Rink & Hockey Rink Supervisors (Outdoor rinks - 20-25 positions) Application Review Begins October 27th	Responsible adults w/experience working w/youth and adults. This program will be operated at eight (8) neighborhood skating rinks (outdoor) throughout the City of Eau Claire. Rinks open December 16, 2006 through March 4, 2007 (weather permitting). Evening & weekend hours, and Christmas vacation hours.	7.15-7.60/hr	10-30/wk	Flexible schedule Evening & Weekend hours beginning mid- end of December

Skate Guard and/or Cashier (indoors @ Hobbs Ice Center)	Responsible adult w/experience working w/people. Must have skating ability for skate guard position. Duties include supervision at open skating session, varsity hockey games and light maintenance duties.	6.50-6.95/hr	20 hrs/wk	Sept 25-April 30
Application Review Begins September 15th				
Concessions Manager (Hobbs Ice Center)	Concession manager will supervise food operations at Hobbs Municipal Ice Center. Previous experience in food management required. WI Food Manager Certification preferred. Previous experience supervising employees a plus.	9.25/hr	20 hrs/wk	Flexible schedule, primarily nights and weekends.
Application Review Begins September 1st				
Concession Workers (Hobbs Ice Center)	Responsible adult, previous experience in concession operation preferred. Cash handling experience a plus.	6.50/hr	10-20 hrs/wk	Flexible scheduling, primarily evenings and weekends.
Application Review Begins September 8th				
Equipment Coordinator	Responsible adult with strong organizational skills. The Coordinator will handle receiving, labeling, organizing, and inventory of all equipment and assists w/equipment needs for recreation programs.	6.50/hr	5-10 hrs/wk	M-F flexible schedule as needed
Application Review Begins September 15th				
Early Childhood Sports Program Instructors (2 positions)	Responsible adult, prefer pre-school or elementary education background. Conducts an outdoor recreation sports camp program for 4-5 year olds.	7.15-7.60/hr	4-6 hrs/wk	M, W evenings
Application Review Begins September 1st				
Par-te-Rec Program Leaders (6 positions)	1-2 year's experience with disabled children and/or adults; leadership experience helpful. Certification in American Red Cross Standard First Aid and CPR is recommended.	7.95-8.40/hr	3-5 hrs/wk	Wed Evenings Sept-April
Application Review Begins September 1st				
Early Childhood Program Instructor	Motivated, creative person to teach a variety of early childhood classes.	7.15-7.60/hr	2-3 hrs/wk	Sat Mornings Jan-March
Application Review Begins September 15th				